

## CTE PROGRAM ASSESSMENT REVIEW (PAR) RUBRIC

Unit	Criteria	Not Compliant	Partially Compliant	Compliant	Exceeds Compliance	Commendations/Recommendations
<b>GUIDANCE and COUNSELING</b>			<b>Review Date:</b>			
State Guidance Counselor Supervisor	<b>4A. Career Guidance</b>		<p>Guidance is limited or inadequate.</p> <p><input type="checkbox"/> Guidance counselors are available.</p> <p><input type="checkbox"/> Counselors are familiar with <i>ASCA National Model: A Framework for School Counseling</i>.</p> <p><input type="checkbox"/> Counselors have knowledge of student ECAPS (Education and Career Action Plan) and the needed attributes.</p>	<p>Adequate guidance is available.</p> <p><input type="checkbox"/> School counselors are Arizona School Guidance Counselor certified.</p> <p><input type="checkbox"/> Committed to <i>ASCA National Model: A Framework for School Counseling</i> as their standards for</p> <p><input type="checkbox"/> Career development lessons are taught in classrooms.</p> <p><input type="checkbox"/> Counselors participate in professional development opportunities for counselors.</p> <p><input type="checkbox"/> Student ECAPS (Education and Career Action Plans) have been implemented.</p>	<p>Career guidance is readily available for all students.</p> <p><input type="checkbox"/> Counselors are also teacher certified and S.E.I. endorsed.</p> <p><input type="checkbox"/> <i>ASCA National Model</i> is fully implemented within the school.</p> <p><input type="checkbox"/> Career development lessons are taught regularly at all grade levels within classrooms.</p> <p><input type="checkbox"/> Counselors have membership in professional associations (i.e. AzSCA, ASCA)</p> <p><input type="checkbox"/> Counselors lead and provide professional development opportunities for their site.</p> <p><input type="checkbox"/> All students have a personal ECAP (Education and Career Action) and process in place.</p>	<p><input type="checkbox"/> NC      <input type="checkbox"/> PC      <input type="checkbox"/> C      <input type="checkbox"/> EC</p>
State Guidance Counselor Supervisor	<b>4B. Career Guidance Counseling</b>		<p>Counselors have minimal knowledge of CTE as demonstrated by lack of CTE materials, inappropriate scheduling or failure to produce concentrators.</p> <p><input type="checkbox"/> Variety of materials and resources are available and used by counselors and students</p> <p><input type="checkbox"/> Career Center is inadequate or has insufficient resources available.</p> <p><input type="checkbox"/> Non-traditional materials are available.</p>	<p>Counselors have CTE materials and demonstrate an understanding of approved programs by scheduling students in coherent sequence as evidenced by transcripts and/or concentrator data.</p> <p><input type="checkbox"/> Student ECAPS/ Personalized Learning Plan process is in place.</p> <p><input type="checkbox"/> Non-traditional materials are readily available.</p> <p><input type="checkbox"/> Career Center has a variety of current materials available for all students</p>	<p>Counselors promote CTE to students as demonstrated by high level of concentrators and completers.</p> <p><input type="checkbox"/> Student ECAPS/ Personalized Learning Plans are in place for all students.</p> <p><input type="checkbox"/> May have a designated CTE Career Guidance Counselor or Guidance Director at the school.</p> <p><input type="checkbox"/> Non-traditional opportunities are readily available.</p> <p><input type="checkbox"/> Career Center is an Integral part of the school and a guidance tool.</p>	<p><input type="checkbox"/> NC      <input type="checkbox"/> PC      <input type="checkbox"/> C      <input type="checkbox"/> EC</p>

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GUIDANCE and COUNSELING					Review Date:	
State Guidance Counselor Supervisor	4C.  CTE Marketing materials		Minimal CTE marketing materials available.	CTE materials are available and used for promoting and marketing CTE programs.  <input type="checkbox"/> Counselors have current information and are knowledgeable with CTE programs.  <input type="checkbox"/> Power points, brochures, or posters target students and/or parents are in evidence.  <input type="checkbox"/> Career Center is in place with a variety of current materials for all.  <input type="checkbox"/> Scheduled Career Fairs	CTE actively promoted to parents, community and other stakeholders.  <input type="checkbox"/> Current CTE resources are available in a variety of ways including electronically.  <input type="checkbox"/> Yearly scheduled Career Fairs with community involvement.  <input type="checkbox"/> Career Center is viable and is a source for current and relevant materials for all.  <input type="checkbox"/> Counselors are involved with CTE and postsecondary planning.	<input type="checkbox"/> NC <input type="checkbox"/> PC <input type="checkbox"/> C <input type="checkbox"/> EC
State Guidance Counselor Supervisor	4D.  Extracurricular opportunities, internships, Work Based Learning, other opportunities		Extracurricular opportunities are available.  <input type="checkbox"/> Work Based Learning experiences are identified, established and defined.  <input type="checkbox"/> Opportunities are posted in the student handbook.  <input type="checkbox"/> Student narratives.	WBLE established and students participating in WBL have passed at least one career preparation course.  <input type="checkbox"/> ECAPS/ Personalized Learning Plan have notations of WBL, extracurricular, clubs, sports or other opportunities  <input type="checkbox"/> Job shadows, internships or mentoring programs are available in collaboration with community stakeholders.	All CTE students participating in work based learning experience have had at least one career preparation course and postsecondary partner.  <input type="checkbox"/> Extracurricular, WBL, clubs, organizations, volunteering and leadership opportunities and involvement numbers of hours are entered into all student ECAPs.  <input type="checkbox"/> Job shadows, internships or mentoring programs are available for all students as part of partnerships with community stakeholders.	<input type="checkbox"/> NC <input type="checkbox"/> PC <input type="checkbox"/> C <input type="checkbox"/> EC

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Guidance and Counseling Comments: